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DDA Memo, 4 Apr 77

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Date: ~~31~~ MAR 1979 By: **026**

TO: Assistant Director  
Office of Collection and Dissemination

FROM: [REDACTED] Organization and Methods Examiner

SUBJECT: Report on Office of Training (Special),  
Area Top Secret Control Office

1. PROBLEM: Review of operating methods of the Area Top Secret Control Office, Office of Training (Special), for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating method throughout CIA.

2. INCLUSIVE SURVEY DATES: 2 April 1952

a. Area Top Secret Control Officer: [REDACTED]  
Alternate Top Secret Control Officer: [REDACTED]

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) The weekly log is not used as the means of control in Training (Special) but is prepared at the end of each week solely for the information of Central TSC. The control system is patterned after that of OPC. The examiner will not discuss the details of the system in this report as a detailed study and report will be made after review of the OPC system.

(2) Top Secret files are decentralized to cognizant offices of Training (Special).

(3) The only means of locating documents is by control number inasmuch as the Training (Special) weekly log does not include subject. The exception is the master file of Training (Special) originated documents.

b. Unique Problems

This Area is of necessity restricted to issuing the minimum of information on its operations for security reasons which can be considered to exceed even the ordinary connotations of a Top Secret classification. This problem has been recognized and accepted in establishing the methods of control for this Area, and the examiner considers that the practice is fully justified.

-2-

c. General Problems:

(1) Hand-carrying of documents and failure to observe Area TSCO channels is a problem this Area has in common with other Areas of CIA. The Area TSCO feels that part of this problem arises from the practice of addressing material to individuals on the outer envelope rather than to the Area TSCO.

(2) Area TSCO states that a minor annoyance is failure by other Areas to leave sufficient space on cover sheets for signature by Training.

d. CONCLUSIONS:

Training (Special) has a very complete control system which seems to operate efficiently in most respects. The examiner feels that after more thorough study of this system as used by OPC, some phases of it may be worthy of Agency-wide adoption to tighten controls in other Areas.

5. ACTION RECOMMENDED:

a. The examiner believes that Training (Special) should develop a cross-reference locator system to supplement the numerical system. In view of the fact that subjects should not be listed on weekly logs going outside the Area, it is suggested that the Area copy only of the log should include the full subject.

b. All Areas should be reminded of the importance of addressing all TS material to the office (not an individual) and the address of the Area TSCO, i.e., "Training (Special), 201 [REDACTED]." The inner envelope can be addressed to the individual concerned, to assist the Area TSCO in prompt internal distribution.

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[REDACTED] OAM Examiner

CONCURRENCES:

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[REDACTED]  
CIA Top Secret Control Officer

W. L. Peel  
Chief, Organization and Methods Service